



IN REPLY REFER TO:

## United States Department of the Interior

### NATIONAL PARK SERVICE

Chattahoochee River National Recreation Area  
1978 Island Ford Parkway  
Atlanta, GA 30350-3400

### **SPECIAL USE PERMIT INSTRUCTIONS**

Enclosed is your application for a Special Use Permit (SUP).

36 CFR § 2.50 Special Events states:

*"Sports events, pageants, regattas, public spectator attractions, entertainments, ceremonies, and similar events are allowed: Provided, however, there is a meaningful association between the park area and the events, and the observance contributes to visitor understanding of the significance of the park area, and a permit therefore has been issued by the superintendent."*

36 CFR § 2.51 Public Assemblies, Meetings states:

*"Public assemblies, meetings, gatherings, demonstrations, parades and other public expressions of views are allowed within park areas, provided a permit therefor has been issued by the superintendent."*

36 CFR § 2.52 Sale or Distribution of Printed Matter states:

*"The sale or distribution of printed matter is allowed within park areas, provided that a permit to do so has been issued by the superintendent, and provided further that the printed matter is not solely commercial advertising."*

36 CFR § 2.62 Memorialization states:

*"The scattering of human ashes from cremation is prohibited, except pursuant to the terms and conditions of a permit, or in designated areas according to conditions which may be established by the superintendent."*

The Superintendent of Chattahoochee River NRA establishes the following guidelines as they relate to special use activities within the park.

Under the Special Park Use regulations, a written Application for an SUP will be accepted no earlier than one hundred twenty (120) days and no later than four (4) business days prior to the desired date (two (2) business days for First Amendment requests).

No one organization or group may reserve/use an area more than three (3) consecutive weekends or seven (7) consecutive days in any thirty (30) day period.

### **Who needs a Special Use Permit?**

A special park use is a short-term activity that takes place in a park area and:

1. Provides a benefit to an individual, group or organization, rather than the public at large; and
2. Requires written authorization and some degree of management control from the NPS in order to protect park resources and the public interest; and
3. Is not prohibited by law or regulation; and
4. Is neither initiated, sponsored, nor conducted by the NPS.

All public assemblies, meetings, gatherings, demonstrations, parades, scattering of human ashes, special events, sporting events, pageants, regattas, public spectator attractions, entertainment, ceremonies, group rendezvous, or public expressions of views require a Special Use Permit (SUP). All SUP activities must:

1. Have a meaningful association between the park area and the event; and
2. The observance contributes to visitor understanding of the significance of the park.

A request for a SUP will be denied if, in the superintendent's opinion, the proposed activity will:

1. Cause injury or damage to park resources; or
2. Be contrary to the purposes for which the park was established; or
3. Unreasonably impair the atmosphere of peace and tranquility maintained in wilderness, natural, historic or commemorative locations within the park; or
4. Unreasonably interfere with the interpretive, visitor service, or other program activities, or with the administrative activities of the NPS; or
5. Substantially impair the operation of public facilities or services of NPS concessioners or contractors; or

6. Present a clear and present danger to public health and safety; or
7. Result in significant conflict with other existing uses; or
8. The oversight requirements for the proposed project will place unreasonable burdens on staff capacity, irrespective of the permittee's willingness to pay any costs.

A superintendent must deny initial or renewal requests upon finding that any of the above conditions will not be met.

### **Special Use Permits:**

Permits are issued to ensure protection of resources and to prevent significant disruption of normal visitor uses. Allow sufficient time for evaluation by the park staff before the start date for your activity in the park. Your request will be evaluated on the basis of the information in your application; therefore you are encouraged to attach maps or diagrams to assist the park staff in evaluating your request.

Most requests can be processed within four (4) working days. Requests that involve multiple locations, complex logistics, or coordination with other visitor activities, will require additional days to process. All projects undergo environmental or cultural resource evaluation.

### **Commercial Activities:**

Federal Law prohibits commercial activities within areas administered by the National Park Service (NPS) unless the business is operating under a Federal contract or permit. The sale of food or merchandise in the parks without a permit is prohibited by 36 *CFR*. 5.3. Most sales operations within parks are managed under concession contracts or agreements with cooperating associations. If you are interested in a commercial activity, please review the Commercial Use Authorization instructions available on our park website.

A permittee, while on park property, may not collect admission or any other money associated with a SUP. All permittee monetary transactions must take place outside the park.

A permittee may hire a caterer or bring food and beverages purchased outside the park that are prepared and consumed by people from your group. Food and beverages may not be provided

to the general public.

### **Advertisements:**

Advertisement of commercial products is not allowed on NPS lands or waters. Commercial vehicles marked in a permanent manner, including magnetic markings, with company names or logos are not considered advertising so long as these vehicles are not left unattended.

Advertisements relating to the permitted event, including event applications and internet web pages, must be submitted to the park's permit coordinator and approved prior to distribution or posting. No event related materials may be posted or distributed on NPS lands or waters except as specified in the SUP.

### **Sharing the Park:**

A SUP does not allow the permittee to restrict park visitors from any location. Normal visitor use patterns will not be interrupted unless specified in the approved permit. SUP activities may not occur simultaneously with other permitted activities or unduly conflict with scheduled public activities.

For more complex permit activities, or for activities that require coordination with other visitor use, and for those that are perceived to have the potential to impact park resources without proper supervision and care, at least one NPS employee will be assigned to monitor the SUP. A simple SUP requires the following minimum number of NPS staff to monitor and safeguard park resources:

<b>NPS Monitoring Ranger Staff</b>	
<b>SUP Participants</b>	<b>NPS Ranger Staff (minimum)</b>
1 - 150 people	0
151 - 299 people	1
300 - 499 people	2
Over 499 people	3 or more

An SUP that is more complex and thus requires additional monitoring will have additional Ranger staff assigned.

### **Restrictions:**

Conditions will be enumerated in the permit. The following activities are restricted and must be approved on a case by case basis:

1. Amplified music or sound.
2. Mechanical or pyrotechnic special effects.
3. Activities on roadways.
4. Access to closed areas or access to areas during non-visitor use hours.

#### **Prohibited Activities:**

Activities having the potential to damage or significantly impact or alter park resources are prohibited. The following are also prohibited:

1. Altering, damaging or removing vegetation.
2. Vehicle use off established roads and parking areas.
3. Use of insecticides, herbicides and pesticides.
4. Loud noises (exceeding 60 decibels at 50 feet).
5. Smoking in buildings.
6. Damage to fragile vegetation areas, except on trails or already disturbed areas (as determined by NPS).
7. Writing on or discoloring any natural feature or manmade structure.
8. Harassment of wildlife.
9. Use of animals.
10. Discharge of blank ammunition and all black powder weapons.

#### **Closures:**

Permit activities may be restricted based on weather, emergency or seasonal conditions (fire danger, standing water after rain, nesting season, etc.). Additional closures use limits and/or restricted activities are listed in the Superintendent's Compendium.

#### **Termination of Permit:**

All SUPs issued by the NPS are "revocable" WITHOUT NOTICE if the terms of the permit are violated or as determined by the

Superintendent for public safety.

Deliberate infractions of the terms of the permit or the deliberate making of false or misleading statements concerning intended actions in order to obtain a permit are causes for immediate termination of the permit and cause for possible prosecution.

Permits will be revoked if damage to resources or facilities is threatened, or if there is a clear danger to public health or safety. Additionally, when the Homeland Security Threat Advisory Level reaches the High Condition (Orange) or Severe Condition (Red), permits will be further restricted or cancelled.

### **Application Procedures:**

Complete a SUP application including detailed answers and additional pages when necessary. Attaching a site diagram depicting the area you are requesting showing the location of all uses, materials and equipment associated with the proposed event helps to speed to approval process.

In compliance with the requirements of the Debt Collection Improvement Act of 1996, the applicant must submit their social security number or Federal tax ID number when filling out the application for permit. Applications submitted without this information will not be processed.

The completed SUP application must be accompanied by an application fee. Application and administrative charges are non-refundable. Applications submitted without this fee will not be processed.

### **Application Review:**

The park's permit coordinator, Chief Park Ranger and Superintendent will review the application to ensure that the requested activity does not conflict with any law, regulation or policy. Further, the requested activity must avoid visitor use conflicts and not create any unacceptable impacts.

The park's permit coordinator will contact the permittee should additional information or a meeting with the permittee be necessary. The park's permit coordinator will also request that a check or money order be submitted to cover the expenses of the fees, bond and to receive an insurance document.

## **Fees, Bond and Insurance:**

The permittee will be responsible for the following fees, bond and insurance:

1. **Administrative Fee** - The permittee is reimbursing the United States expenses of processing, reviewing, approving or denying the application. Payment of this fee by credit card, check or money order payable to the **National Park Service** must be received with the SUP application.

<b>Application Fee</b> (non-refundable)	\$160.00
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2. **Use Fee** - The permittee is reimbursing the United States for the fair market value of the NPS lands or facilities used. Payment of this fee by credit card, check or money order payable to the **National Park Service** must be received prior to issuance of the SUP. Credit cards are not yet accepted for this fee.

<b>Special Park Use Fee</b>	
<b>SUP Participants</b>	<b>Fee/Day</b>
1 - 5 people (Small Wedding)	\$25/day
6 - 24 people	\$50/day
25 - 49 people	\$75/day
50 - 99 people	\$100/day
100 - 199 people	\$150/day
200 - 349 people	\$200/day
350 - 549 people	\$300/day
550 - 749 people	\$400/day
750 - 999 people	\$500/day
Over 999 people	\$600 or more/day

3. **Management Fee** - The permittee is reimbursing the United States for those expenses it incurs resulting directly from the permitted activity. These expenses include but are not limited to: site preparation, monitoring, visitor and resource protection, traffic control, site cleaning, and refuse removal. The management fee varies and will be determined prior to the permit issuance. Unanticipated expenses will be determined at the conclusion of the

activity and must be paid within three (3) business days. Payment of this fee by credit card, check or money order payable to the **National Park Service** for anticipated expenses must be received prior to issuance of the SUP.

Management Fee	
Each Park Ranger (1st 4-Hours)	\$210.00/4-Hours
Each Park Ranger (Additional Hours)	\$50.00/Hour

4. **Performance Bond** - Performance bonds or deposits are the permittee's guarantee of compliance with permit conditions and reimbursement to the park for damage to resources and/or facilities as a result of the permittee's activities. An amount adequate to cover the cost of restoration, repair, rehabilitation and cleanup of the area may be required. Should resource damage beyond that envisioned by the original performance bond result from the permittee's use, the park may file suit against the permittee under the authority of 16 U.S.C. 19jj, Park System Resource Protection. Any expenses exceeding the performance bond will be billed to the permittee. These expenses include but are not limited to: monitoring, site cleaning, refuse removal, and repair of damage to lands, waters or facilities. If no unexpected expenses are incurred the bond is returned. The bond must be by certified check, cashiers check or money order payable to the **National Park Service** must be received prior to issuance of the SUP.
5. **Liability Insurance** - The permittee is required to maintain liability insurance during the event. The amount of insurance shall be in an amount commensurate with the degree of risk and the scope and size of such activities authorized herein. For small events held on land with no river or pond access, insurance shall be not less than \$250,000 per person and \$500,000 per incident for bodily injury and not less than \$250,000 per occurrence for property damage. For large events held on land and/or those involving river or pond access, insurance shall be not less than \$500,000 per person and \$1,000,000 per incident for bodily injury and not less than \$500,000 per occurrence for property damage. **All liability policies must name the United States as a co-insured and shall specify that the insurance company shall have no right of subrogation against the United States and shall have no recourse against the Government for payment of any premium**



or assessment. The policy shall list the permitted activity, dates of occurrence, and the NPS shall be identified as the certificate holder. A copy of the certificate of insurance indicating that the required insurance is in effect must be received prior to issuance of the SUP.

#### **Permit Procedures:**

1. The application and attached documents will be reviewed to ensure the protection of park resources and compliance with policy and regulation. All activities undergo environmental or cultural resource evaluation to comply with the National Environmental Policy Act.
2. When the application is ready for approval the permit will be prepared by the park's permit coordinator and signed by the Superintendent and Chief Park Ranger. The completed permit will detail the activities and locations to be authorized. Any activities not specified in the permit are not allowed. Note: No activity on NPS property may begin until the permit has been approved by the park and signed by the permittee.
3. The park's permit coordinator will contact the permittee. The permit, with conditions and other attachments, will either be available in person at Island Ford Visitor Center during regular office hours (Monday through Friday between 9:00 AM and 5:00 PM).
4. The permittee shall sign and date the permit after reviewing it for accuracy. Note: No activity on NPS property may begin until the permit has been is returned to the park with fees paid and insurance in effect.
5. The permittee shall provide payment and the insurance document to the park's permit coordinator:
  - A. Use Fee - A credit card, check or money order payable to the National Park Service.
  - B. Management Fee - A credit card, check or money order payable to the National Park Service.
  - C. Performance Bond - A certified check, cashiers check or money order payable to the National Park Service.
  - D. Liability Insurance - A copy of the certificate of insurance indicating that the required insurance is in

effect and the United States is listed as indicated above.

6. The permittee will be provided with a copy of the approved permit and is required to keep a copy with attachments at the assigned area during the duration of the SUP.

**Post Event Follow Up:**

1. At the conclusion of a permitted event, the assigned area will be inspected for cleanliness and damage. Any unanticipated management expenses or unbudgeted expenses will be billed to the permittee. Payment of this bill may be made by credit card, check or money order payable to the National Park Service.
2. Once any outstanding bills have been paid, the Performance Bond shall be returned to the permittee at Island Ford Visitor Center during regular office hours (Monday through Friday between 9:00 AM and 5:00 PM).